

Resume template, EXAMPLE ONLY, not from anyone in human resources.

Use Times New Roman, Cambria, or Calibri, font size 12 for regular text

*make sure your cell phone voicemail is set up with an appropriate message

First Initial. Last

Street Address

City, State Zip

Cell:

Work or home:

Email address:

WORK EXPERIENCE

Job Title

Dates of employment: month year- month year

Name of Employer

Street Address

City State Zip

Hours per week:

Salary:

Supervisor: List name, phone number, email address

*if you have ever held a federal job, you need to list the pay plan, level, and job series. For example, a forestry Technician: GS-0462-03. This info would be included under your name of employer

*start with your most recent job and work your way backwards

*look at the job you are applying to. If there is something listed as a job duty that you have performed in another job, make sure to list that.

*Look at the job you are applying to and use key words and phrases from that announcement in your resume, if applicable to your experience.

- Here you can either bullet point all of your job duties or you can break them out into categories, bulleting the categories, examples of what to include, if applicable.
- List all technical skills
- List all major duties
- Did you run motorized equipment, heavy equipment, any watercraft, ATVs, snowmobiles, etc., or other specialized tools

- What computer systems did you use (GIS, Microsoft word, Excel, etc.)
- Did you supervise anyone or work as a team leaders, crew leader, etc.
- Did you work alone or on a team. With constant supervision or little to no supervision
- Highlight your oral communication skills- Do you have experience with public speaking
- Highlight your ability to communicate in writing- What technical writing skills do you have- write reports, compile and interpret data for reports, interpret results, etc.
- Do you have any experience with budgeting, writing grants, etc, tracking payroll, etc.
- Do you work with outside interest groups, partners, volunteers, the public?
- Were you recognized for any special awards, handle any special assignments?
- Do you work indoors or outdoors? Did the job require good physical fitness, walking or standing for long periods of time, heavy lifting?
- Did you use a compass, map, GPS? If you used a GPS for field work, was it a Garmin or Trimble. If you have used a Trimble, include that, they are specialized equipment.

Job Title

Dates of employment: month year- month year

Name of Employer

Street Address

City State Zip

Hours per week:

Salary:

Supervisor: List name, phone number, email address

- Same info as above
- Address all the things you did in this job.
- Once all of your jobs are covered and fully detailed, go onto your education section

EDUCATION

***start with your most recent college and work your way backwards until High school**

Name of College or University, Department in which you are enrolled

City, State

What degree are you going for: graduation date, or anticipated graduation date if not yet complete

Major:

GPA: XX/4.0

Relevant Coursework: name all of the courses you have taken that are relevant to the position

Name of College or University, Department in which you are enrolled

City, State

What degree are you going for: graduation date, or anticipated graduation date if not yet complete

Major:

GPA: XX/4.0

Relevant Coursework: name all of the courses you have taken that are relevant to the position

High School

City, State US

Diploma: year

GPA: XX/4.0

If valediction or salutatorian, put that here.

CERTIFICATIONS, TRAINING, and SKILLS

- List any relevant training or certification that pertain to the job
- For example:
- First Aid/CPR, American Heart Association, exp. 2017
- Fire Classes: If you have taken any wildland fire classes, list them here I-100, S-130, S-190, L-180, S-260, S-271, S-219, L-280, S-212, S-290, S-133, S-131
- If you have taken the Pack test and have a current redcard, list it and date it expires
- List any specialized skills such as tools or equipment you know how to operate, specialized computer software or technology you know how to use. Any other skills that may help you in this position, examples below
- Skilled in land navigation, including reading topographic maps, using a compass, and GPS units

AWARDS AND HONORS

Year	Name of the award or scholarship
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*delete this section if you don't have anything

REFERENCES

*list at least 3. Always try to include a supervisor if you have had one, a teacher at your college is a great one. A coworker can also be a good reference. Don't use a family member unless you

have worked for them in a professional setting, like a family business that employed you. Don't use your best friend that has no experience working with you

*always ask someone if they can be a reference for you before listing them

* always contact your references when you apply for a job so they know to expect a call. Give them the job announcement or tell them about it so they know what it is

*if they have an office and cell phone they would like to list, put both and state which is which

Reference 1 Name

Their Job Title, who they work for NF

PHONE:XXX-XXX-XXXX EMAIL: someone@something.com

Reference 2 Name

Their Job Title, who they work for NF

PHONE:XXX-XXX-XXXX EMAIL: someone@something.com

Reference 3 Name

Their Job Title, who they work for NF

PHONE:XXX-XXX-XXXX EMAIL: someone@something.com